

11 FEB 1977

MEMORANDUM FOR: Director of Logistics

FROM : [REDACTED] STATINTL  
OL Project SAFE Coordinator

VIA : Chief, Headquarters Engineering Branch, RECD/OL

VIA : Chief, Real Estate and Construction Division, OL

SUBJECT : Project SAFE Related Expenditures

REFERENCE : Memo dtd 7 Feb 77 to D/L fm OL Project SAFE Coordinator,  
Subj: Project SAFE - Cash Flow for FY-77 and FY-78  
(OL 7 0567)

1. Pursuant to your request, the attached cash flow analysis covers those SAFE related projects specifically excluded in the referent memorandum:

- a. Electrical C Vault Expansion.
- b. Acquisition of New Space Outside the Headquarters Building.
- c. Secondary Non-SAFE Headquarters Move Sequences.
- d. Renovations of SAFE User Areas.

2. These four project areas are addressed separately because they are either funded by existing FY-77 OL budgeted funds, or they are unfunded to the extent that the funding source has not yet been identified. Referring to the cash flow sheet, the obligations by month are based on schedules necessary to meet the 1 July 1978 completion date. The modifications to SAFE user's areas are required in the FY-79 through FY-81 timeframe as the system expands. The alphabetical annotations on the cash flow correspond to explanations in the following paragraphs.

3. Electrical C Vault Expansion - Increase of 3000 kVA of electrical distribution capacity to provide a maximum 2400 kVA of electrical power for Project SAFE. This is maximum capacity that can be added and supported by existing electrical feeders. This power limit must support the Project SAFE center including both 60 and 415 Hz Uninterruptible Power Supply (UPS)

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systems and the addition of SAFE terminal user equipment in the northeast quadrant of the Headquarters Building (northwest users will be supported out of D Vault). Note: No additional electrical capacity remains in either C or D Vaults for the northside of the Headquarters Building after this commitment to SAFE.

Annot. a. Award of Agency contract estimated \$15,000, for Architect-Engineer (A&E) design services to the office of Kenneth Cobb (electrical engineers). Any other alternative is either more costly or requires up to 3 to 4 months additional time to complete.

Annot. b. Work authorization to GSA for \$685,000, the construction project for the C Vault expansion. These dates correspond to the following sequence:

- (1) 1 Mar 77 - Award of A&E contract.
- (2) 15 Apr 77 - Design complete.
- (3) 1 May 77 - Completion of GSA review, allowing 90 days for solicitation, advertisement, and award of construction contract.
- (4) 1 Aug 77 - Start of construction.
- (5) 1 Aug 78 - Completion of electrical expansion.

4. Non-SAFE Secondary Headquarters Renovations -

Annot. c. Work authorization to GSA for \$210,000 for group forces renovation of areas involved in the move sequence necessary to provide 20,000 sq. ft. of space in the selected site. Similar move sequences typically require 150 percent of secondary renovations or 30,000 sq. ft. of additional renovations, estimated at \$7 per sq. ft. It is assumed that Project GEMINI funds will also be used to supplement the relocation of 88,000 sq. ft. to the newly-acquired building and readjustments within the Headquarters Building. Design of these secondary Headquarters renovations to be accomplished by the Architectural Design Staff, LSD/OL. No detail work can begin until the SAFE site is selected and those Agency components or functions required to leave the Headquarters Building are identified. In order to provide 6 months for Project SAFE construction (10,000 sq. ft.), approximately 13,000 sq. ft. (including UPS systems) should be vacant by 1 January 1978.

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The only planned move at this time is the relocation of the Intelligence Community Staff (ICS) 15,000 to 18,000 sq. ft. to the Community Headquarters Building on or about 15 March 1977.

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5. Acquisition of New Space Outside of Headquarters Building - In order to assemble space within the Headquarters Building for SAFE (23,000 sq. ft.) and other Agency requirements, an additional 88,000 sq. ft. is to be leased through GSA. The ease of a possible move to [redacted] and consolidation of that Agency compound has been eliminated by the declination of the [redacted] to lease this space. Consequently, new leased buildings are being considered.

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Annot. c. Funding available (\$500,000) for the Office of Communications to purchase the necessary communication equipment for an entirely new building.

Annot. d. Funding available (\$616,000) for renovations by the lessor, which are above standard, to modify the acquired space for Agency usage (estimated at \$7 per sq. ft. for 88,000 sq. ft.). The Agency design is to be accomplished by the Staff Architects, O-C/RECD/OL. The following is the sequence of events in the acquisition and preparation of new space through GSA and was prepared by the Real Estate Branch, RECD/OL.

Estimated Time Required to Process Agency's Space Request

<u>GSA Process</u>	<u>Estimated Time Required</u>	<u>Dates</u>
A. Market Survey	Completed	
B. Advertising - This is to find out what lessors would be interested.	1 week	Ad to run 13/19 Feb
Response	2 weeks	21 Feb - 4 Mar
C. Solicitation - Request for Bids	1 week	7 - 11 Mar
Response	2 weeks	14 - 25 Mar
D. Negotiation/Approval/Award*	60 days	28 Mar - 27 May
1) Initial negotiations - 21 days. Negotiation between GSA and lessors on their submitted bids.		

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<u>GSA Process</u>	<u>Estimated Time Required</u>	<u>Dates</u>
2) Final bids - 14 days After the initial negotiation, GSA will then give the lessors a period to submit their final/adjusted bids.		
3) Approval/award - 25 days  GSA takes final bids, reviews them and makes recommendation to requesting Agency. Agency would then review GSA's recommendation. After Agency and GSA have agreed, then a contract will be awarded.		
<b>*Note:</b> 1) If the lease is subject to prospectus, an additional 120 days would be required. 2) If any delays occur in any of the above steps, then the following steps would be delayed accordingly.		
E. Agency design	60 days	1 Jun - 31 Jul
F. Lessor A&E Drawings	45 days	1 Aug - 15 Sep
G. Construction/Renovation	90 days	15 Sep - 15 Dec
H. Occupancy		
<b>6.</b> Analyzing the following milestones necessary to meet the vacancy of the minimum of 13,000 sq. ft. required for the start of SAFE construction (including UPS sites) by 1 January 1978, points out several problem areas:		
a. 1 Apr 77: Completion of relocation of ICS 15,000 to 18,000 sq. ft. out of Headquarters Building.		
b. 15 Dec 77: Availability of new 88,000 sq. ft. for Agency occupancy.		
c. 1 Jan 78: Start of construction in required SAFE location.		

The move sequences throughout the Headquarters Building required to consolidate the 15,000 to 18,000 sq. ft. vacated ICS area and the 88,000

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sq. ft. vacated to the new building will be complex and time consuming. The SAFE site has not yet been selected and neither have those components who will be relocated to a new building been identified. While 9 months remain after the 15,000 to 18,000 sq. ft. ICS space is vacated, this space in itself does not provide the relief for SAFE because it will probably be backfilled by the Office of Legal Counsel from GG-14 and the Inspector General's office from 2E-45/49 and others. No major moves are possible then until the 15 December 1977 date. The candidate major move of the Office of Development and Engineering elements (40,000 sq. ft.) is then possible but does not directly vacate any of the SAFE candidate sites on the ground or first floors. Without relief from an early availability of new space or the doubtful use of short-term, two-step moves and in the absence of detailed planning today, it is improbable that the many secondary move sequences necessary to reconsolidate 100,000 sq. ft. can be planned, designed, and renovated in the available time. Such inter-Directorate move sequences and resultant haggling are difficult at best without involving movement out of the Headquarters Building.

7. Modification of SAFE User Areas - These modifications are the necessary renovations to Headquarters Building and other Agency facilities within the Washington Metropolitan area to support the [ ] SAFE analyst terminal equipments for which funding has not yet been identified.

Annot. f. The \$450,000 (\$150,000 in FY-79, -80, -81) required is speculative in exact amount, however, such renovations will be required. Ongoing SAFE systems engineering will identify user area computer terminal console design, peripheral equipment, need for secure telephones, special purpose vaulting requirements, need for security and fire alarms, determine number of dedicated electrical power circuits, etc. Many secondary minor move sequences and additional space may be necessary to group SAFE user analysts within their respective components. Each of these considerations will affect the cost of the renovations. The suggested 3-year funding cycle covers the period that the SAFE system will be expanding to accommodate its [ ] users.

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8. In summary, omitting that specific funding must be identified for three projects, several key major decisions must be made as follows:

a. Identification of those components to be relocated from the Headquarters Building by 1 April 1977 to permit detailed planning for secondary moves and the layout of the new building (in conjunction with renovation and backfilling of ICS space).

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b. Selection of the SAFE computer center site by 1 March 1977 to permit GSA to initiate the design effort (based on their choice of an in-house design option).

c. Award of the C Vault expansion A&E design contract by 1 March 1977 necessary to meet the 1 August 1978 delayed completion date even on an accelerated basis.

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